

# **2005 Annual Report Door County Human Resources Department**

## **DEPARTMENT DATA**

Employees:	Name	Classification	PT/FT
	James Jetzke	Human Resources Director	FT
	Heidiann Ullman	Administrative Assistant	FT
	Jeanne Dimick-Rego	Secretary/Receptionist	FT
<u>Committee:</u>	Administrative Committee		
	Members: Charlie Most Jr. - Chairman		
	Dan Austad		
	Merrell Runquist		
	Richard Virlee		
	Leo Zipperer		
<u>Budget Information:</u>	2005 Approved amended budget = \$231,433.		
	Total Expenditures = \$227,665		
	Capitol Expenditures = \$-0-		

## **MAJOR FUNCTIONS AND ACCOMPLISHMENTS**

### **RECRUITMENT AND SELECTION**

Full and Part time Positions Recruited – 25FT; 4 PT (Excludes Library)

Applications Received - 847

Persons Interviewed - 143

Number of Applicants Tested - 199

Positions Filled Through Union Posting - 4

Civil Service Recruitment - 1: Applications Received - 62

Significant position recruitment efforts included the Veterans Service Officer, Social Work Supervisor, Staff Psychotherapist, Patrol Superintendent, Paving Superintendent, Assistant Corporation Counsel, Conservationist, Psychiatrist and Sheriff's Department Sheriff's Deputy positions.

In addition, the Human Resources Department was extensively involved with the Civil Service Commission. The department assisted the Commission in the promotional process for Jail Sergeant.

### **LABOR RELATIONS**

#### **Bargaining:**

Negotiations for a successor agreement for all the bargaining units commenced in September 2004. The parties were not able to settle with the Courthouse, Social Services, Highway and Emergency Services bargaining units in 2005. The parties then attempted to settle by mediation in early 2005. The parties have been exchanging final offers through the end of the year. Negotiations with Sheriff's Association continued through the end of the year without settlement.

### Grievances:

<u>Bargaining Unit</u>	<u># of Grievances</u>	<u>Result</u>
Courthouse	4	2 - Settled, 1- Decided by arbitrator in union's favor, 1 - Denied at Admin. Comm. NOTE: 2004 Grievance was decided by an arbitrator in favor of the union.
Highway	4	3 - Settled, 1 - Withdrawn by union
Sheriff's Deputies	1	1 - Settled
Social Services	0	
Emergency Services	1	1 - Not pursued by union

### **CLASSIFICATION AND COMPENSATION**

There were eight (8) requests from employees to have their positions reclassified. Seven (7) requests were granted reclassification.

There were eleven (11) requests for new positions that included six (6) full time positions; three (3) part time; one (1) seasonal limited term positions and two (2) to increase the hours of a position. The County Board authorized three (3) full time positions; one (1) seasonal limited term position, and increased the hours of one (1) position.

### **SAFETY AND LOSS CONTROL**

A representative of the County's workers compensation insurer conducted a safety inspection of the County's facilities and operations. A few corrective recommendations were made regarding areas in the workplaces that were considered safety hazards.

There were a total of seven (7) reportable injuries in 2005. A Summary of Work-Related Injuries and Illnesses for 2005 is attached to this report.

### **EMPLOYEE TRAINING**

A representative from the County's workers compensation insurer provided training on general safety at the annual Highway Safety Training Day in October.

### **BENEFITS**

2005 was the twelfth full year of the Section 125/129 Flexible Benefits Plan. The most recent statistics for the plan are from 2004. In 2004, the plan had 272 participants. The plan yielded a total saving to the County of \$38,755.75 and an average tax saving per participant of \$558.76.

Representatives of the two organizations, which manage the deferred compensation program offerings, were scheduled in the County twice during the year to offer information to new enrollees and employees currently participating in the program.

### **STAFF TRAINING**

The department staff continues to attempt to keep abreast of current and upcoming changes in the human resources field that will have an impact on County government. This is accomplished by attending professional meetings, seminars and workshops. These include attending conferences of the Wisconsin Association of County Personnel Directors, the Wisconsin Public Employers Labor Relations Association, seminars conducted by the Wisconsin Counties Association, and the Wisconsin Retirement System.

The above summarizes the major accomplishments and functions of the Human Resources Department for 2005. Should anyone have any questions about the Department's functions and responsibilities, please feel free to stop in the office or call at 746-2305. Thank you.